

Partnership Historic Sites Application

State of Kansas
2010 – 2011 Application
Guidelines and Instructions



Administered by:
Kansas Historical Society
6425 SW 6th Avenue • Topeka KS 66615
785-272-8681, ext. 240 • Fax 785-272-8682
TTY (Hearing Impaired) 785-272-8683

Introduction and Goals of the Program

The Partnership Historic Sites Program seeks to recognize and aid organizations that are making a contribution to Kansas and American history and its interpretation. Qualifying organizations in Kansas may apply to be a Partnership Historic Site, thus making them eligible for the Historic Sites Tax Credits.

A committee of appointees oversees the program. The committee members are appointed by the Governor and designated members of the Kansas Legislature in accordance with K.S.A. 79-32,211. The Cultural Resources Division of the Kansas Historical Society (KSHS) administers the program.

How the Program Works

This program allows organizations that meet specific criteria to apply to become a Partnership Historic Site. Once an organization is accepted as a Partnership Historic Site, it is eligible to apply for the Historic Site Tax Credit Program. All Partnership Historic Sites must meet the designated criteria given as part of K.S.A. 79-32,211 and defined in the program qualifications section below.

All Partnership Historic Site applications must be postmarked by **May 3, 2010**. The application has two sections. Section 1 is used to determine an organization's eligibility to be certified a Partnership Historic Site. Section 2 is the application for tax credits. First time applicants may submit only Section 1 to become designated as a Partnership Historic Site or may submit both Sections 1 and 2 together. Once an organization is certified as a Partnership Historic Site, only section 2 must be submitted to apply for an allocation of tax credits.

Tax credits are given to an organization to help it solicit donations to raise funds for specific projects outlined by the organization in its application. A set amount of credits will be awarded to each organization for the purposes of restoration, preservation, site operations, or the establishment of an endowment. The organization may then award a state income tax credit equal to 50 percent of each donor's contribution if received during the specified contribution period. All donations must be valued at a minimum of \$1,000. The amount of the credits awarded to any individual donor per calendar year may not exceed \$2,500 (although the donation amount is not limited). Each fiscal year \$200,000 in Historic Site Tax Credits are available. Tax credits can only be used within the fiscal year awarded.

Please mail the application and attachments to:

Partnership Historic Sites Program
Cultural Resources Division
Kansas Historical Society
6425 SW 6th Avenue
Topeka KS 66615-1099



Program Qualifications

To qualify as a Partnership Historic Site each organization must meet all of the following criteria:

1. The historic site must be governed by a public entity or an organization that is an IRS certified 501(c)(3), and must maintain its non-profit status while designated as a Partnership Historic Site.
2. The historic site must be listed in the Register of Historic Kansas Places or the National Register of Historic Places. Site may also be a contributor to a register-listed district.
3. The historic site must be open to the public, or have the potential to be open to the public for at least 500 hours per year.
4. The historic site must be dedicated to educating the public about a specific aspect of Kansas history or United States history.

Each applicant must meet all of the above criteria before applying to the Partnership Historic Sites program in order to be considered.

- If you are unsure about, or interested in obtaining 501(c)(3) status please contact the IRS – see irs.gov/charities/charitable/index.html
- If you are interested in listing your building in the state or National Register or are unsure if your site is already listed, please contact the State Historic Preservation Office (SHPO), Cultural Resources Division, KSHS, at 785-272-8681, ext. 240, or cultural_resources@kshs.org.

Application Procedures

Partnership Historic Sites applications are divided into two sections. Section 1 is an application to become a designated Partnership Historic Site. Section 2 is the application to receive an allocation of Historic Sites Tax Credits. Each section of the application must be completed and submitted by May 3, 2010, in order to be considered. Both sections should be submitted together unless organizations have previously been certified as Partnership Historic Sites (PHS). **Sites already certified as PHS do not need to submit another Section 1.**

Section 1 and 2 must be submitted on the provided application forms and all answers must be confined to the space provided unless instructions are given otherwise.

Please note that in any given year not all applicants that receive Partnership Historic Site status will be awarded credits, due to the annual limit of credits. Sites with an approved Section 1 may apply during the next application round by submitting Section 2 alone. **This program is competitive and credits are not guaranteed.**

Please type or print clearly on all application forms.

Application Submittal Requirements

- ☐ All applications must be postmarked by May 3, 2010.
- ☐ The Partnership Historic Sites application forms are the only recognized documents for application.
- ☐ Submit one original (with original signatures) and seven copies of the application.
- ☐ Faxed or emailed copies will not be accepted.
- ☐ All required attachments must be submitted with the application and before the deadline.
- ☐ Incomplete applications will not be accepted.
- ☐ The applications will not be returned to the organization.

You **do not** need to submit the instructions with the completed application.

Questions

If you have any questions about the application questions, procedures, or requirements; please check our website or contact our office at:

Cultural Resources Division
Kansas Historical Society
6425 SW 6th Avenue
Topeka KS 66615-1099
Phone: 785-272-8681, ext. 240
TTY: 785-272-8683
Email: cultural_resources@kshs.org



Section 1 Instructions

Cover Page

Organization: Provide the official name of the organization.

Historic Property: Provide the name of the property listed in the state or National Register that is owned by the organization. Contact the SHPO if unsure of the historic property's listed name or consult our website at kshs.org/resource/national_register/index.php.

Application

Organization: Provide the official name of your organization.

Mailing address: List the mailing address for the organization. This should be the address to which notifications may be sent.

Telephone: This is the number where someone can be reached during business hours.

Email: This is the email address to which notifications may be sent.

Historic property name: Provide the name of the property listed in the state or National Register that is owned by the organization. See website above if unsure.

Property location: Provide the street address of the listed historic property named above even if it is the same as the mailing address of the site or organization itself.

Historic District: If the property is a contributor to a register-listed historic district, please give the name of the district. Please consult our website or contact the SHPO if you are unsure of the name. If property is listed individually leave it blank or write "N/A."

Date Listed: Give the year in which the property was listed in the state or National Register. Please check our website or contact the SHPO if unsure.

Annual number of hours opened to the public: List the number of hours the historic site is open to the public in a calendar year.

Current hours of operation: List the actual hours of operation when the site is open to the public. If the site is not currently open to the public, leave this space blank and answer the next question.

Planned hours of operation: If public hours for the historic site will change or if public hours are unknown but planned for the future, state the intended hours here. Provide the date on which the site will be open to the public.

Site administrator: Please give the name of the person who oversees the day-to-day operations of the site.

Executive director/chairperson: List the name of the executive director or chair of the board for the organization.

Board members: List the names and positions held by the board of directors for the organization. If the site does not have an organized board, give the names and duties of the people involved with the administration and operations of the site.

Previous application: Check the box that appropriately indicates if the organization has previously applied to be a Partnership Historic Site (whether approved or not).

Date of previous application: Give the year in which the organization previously applied to be a Partnership Historic Site.

Business plan: Attach a copy of the organization's business or strategic plan. Please be sure to include a copy of the plan with each of the seven (7) copies of the application. If you are unsure of what a business or strategic plan entails, or you would like to see a sample business plan, please contact the SHPO office.

Signature: An original signature by the director or board chair must be on the original application. A copy may be used for the seven additional copies.

Questions: Please answer each of the questions on pages 4-6 of Section 1 in the space provided on each page. Do not attach any additional pages to complete answers. Please be sure to type or write clearly.

Attachments:

Page 8 of the Section 1 application gives a list of the attachments that should be included with the submitted application. Please include **only one** copy of each of the items requested here. The attachments must be included with the application.

Section 2 Instructions

Cover Page

Organization: Give the official name of the organization

Historic property: Give the name of the property listed in the state or National Register that is owned by the organization. Contact the SHPO if you are unsure of the historic property's listed name or consult our website at kshs.org/resource/national_register/index.php.

Application

Organization: Give the official name of the organization.

Mailing address: List the mailing address for the organization. This should be the address to which notifications may be sent.

Telephone: This is the number where someone can be reached during business hours.

Email: This is the email address to which notifications may be sent.

Historic property name: Give the name of property listed in the state or National Register that is owned by the organization. See website above if unsure.

Site administrator: Please give the name of the person who oversees the day-to-day operations of the site.

Current designation: Check the box that appropriately indicates whether or not the site is currently an approved Partnership Historic Site. If you are submitting the Section 1 application at the same time you are submitting Section 2, please check "Pending."

Year of designation: Please give the year in which the site was approved as a Partnership Historic Site. If designation has not yet been received, please leave it blank.

Executive director/chairperson: List the name of the executive director or chair of the board for the organization.

Signature: An original signature by the director or board chair must be on the original application. A copy may be used for the seven additional copies.

Amount of tax credits requested: Please give the amount of Historic Sites Tax Credits requested for this application round. Please remember that the program is capped at \$200,000 in credits per year. The tax credits are equal to 50 percent of each donor's contribution if received during the specified contribution period. All donations must be valued at a minimum of \$1,000. The amount of credits awarded to any individual donor per calendar year may not exceed \$2,500 (although the donation amount is not limited).



Explanation of amount requested: Please explain in the space provided why the organization is requesting this particular amount of Historic Sites Tax Credits. Explain how an award of these credits will affect the project budget and organizational budget.

Use of funds: In the space provided, please describe the proposed use of the funds raised using the Partnership Historic Sites Tax Credits. Please elaborate on how these tax credits will aid fundraising efforts and how the funds raised will be used. Specify how the project the credits are used for will enhance the presentation and interpretation of history. This should be a specific description of the project(s) that will be undertaken as a result of the tax credit fundraising.

Fundraising plan: Give a brief summary of the fundraising plan. Include information on both monetary gifts and in-kind donations that will be solicited. Also include a proposed timeline for the fundraising period and the utilization of the funds. A separate pledge form is available for additional support from donors.

Attachments: If the organization was previously certified as a Partnership Historic Site, it is necessary to include the listed attachments.